COURSE AND CLASSROOM POLICIES

The following policies are in effect for this course. Most of these are explained in more detail online in either the Student Handbook or the MIU Catalog Academic Policy section but have been modified here to address COVID-19 policies and procedures. If you’re unsure how any policy works, feel free to discuss it with your professor or TAs after class.

**GROUP MEDITATIONS**

During these COVID-19 days, we encourage all students to join thousands of other meditators in daily nationwide group meditations by synchronizing your meditations before and after class with the US national meditation times (either 6:00 or 8:15 am in the morning and 5:00 pm in the afternoon).

These group meditations at a distance will enhance your own experiences and help contribute to social harmony and coherence during these turbulent times. You’re also welcome to join Bob Roth on *TM Connect* as he leads these group meditations and provides helpful tips about correct TM practice. Here is the Zoom link.

**DEVELOPMENT OF CONSCIOUSNESS**

The Development of Consciousness component for each MIU course includes the following, with policies modified for this COVID-19 period:

**Monday–Saturday mornings**

A 10 minute group meditation for everyone before lunch, either in class or online. This meditation is a special bonus available to all students here at MIU.

**Monday–Friday afternoons**

**Sidhas** are excused at 2:45 pm to allow time for your longer TM-Sidhi program. You’re encouraged to synchronize your program with the national group meditations, if possible, at least five times a week (see above).

**Meditators** remain in class or online to participate in a 20-minute group meditation at 2:45 pm. This meditation is part of each class, for a total of five group meditations per week. If your family or work circumstances don’t allow you to participate, you’re encouraged to synchronize your afternoon meditation with the 5:00 national meditation time (see above).

**ATTENDANCE**

Students are expected to attend all class sessions, whether you’re participating in person or online. Much of the value of a university course comes from experiences and discussions you have in class, which cannot be fully evaluated through quizzes, papers, or exams. For this reason, attendance is highly valued at MIU.

**CLASS PARTICIPATION**

In this course you can choose to attend class either in person or online. You may also switch your preference at any point during the course.

* **If you decide to attend class in person . . .***Please be aware that masks and social distancing protocols will be in place* for everyone, including your professor. MIU will provide you with high-end masks that are easy to wear and breathe through. Hand sanitizer will be available at the classroom door. We’re committed to keeping you safe and healthy during these unusual times.
* **If you decide to attend online . . .**
* Please make sure your Zoom video feed is turned on throughout the class session so that you can be seen, just as you’d been seen in the classroom.
* Please also mute your audio feed during class unless you’re participating directly in the class discussion. This will help avoid background noise and audio distortion in the Zoom meeting room.
* To speak, please “raisehand” (in participant list if you’re in a big class) and remember to lower hand after you’ve spoken.

**CONNECTING**

Here is the Zoom link for online attendance, also posted on the home page of our Sakai course website. Just click on the link to join the class online.

Please be sure you’ve upgraded your Zoom account to Zoom 5.0, the latest version. If you run into any connection problems, please text your professor right away, preferably before the class session begins.

If you’re unfamiliar with Zoom, or haven’t yet downloaded this application onto your connection device, please see the Zoom Information section on the course website.

**PUNCTUALITY**

Students are expected to arrive on time, just as in the professional world.

* For those attending class in person, we ask that you arrive a few minutes early so that everyone is seated and settled when the class begins.
* For those attending online, we ask that you log in to the Zoom meeting a few minutes early and turn on your video feed so that your professor can see you and record your attendance.
* Please also be sure your screen name is your actual name so you’ll get credit for attending. If you log in late, your entry may be delayed, or your arrival may be missed by the attendance takers.

These same principles of punctuality also apply to returning on time to class from lunch and breaks and to attending in-class group meditations (see Development of Consciousness above).

Your final course grade will be reduced by one percentage point for every 20 cumulative minutes you’re late (up to two points per class session).

**EXAMPLE – I**f you’re 10 minutes late to 10 class sessions in the course, your final course grade will drop 5 points (100/20) — enough to change an A to an A– or even a B+. Please be on time!

**ABSENCES**

An *excused* absence is defined as an absence due to illness or family emergency, including childcare, medical appointments that cannot be scheduled outside of class hours, or other circumstances beyond your control. All other absences are *unexcused.*

If you miss a class session without notifying your professor or providing an explanation, your absence will be considered unexcused, and your final course grade will be reduced by three percentage points for each such absence (morning or afternoon).

Since online attendance is an option in this course, you may be able to join the class online in some circumstances where in-person attendance would not be possible (e.g., some illnesses or childcare needs). However, if you’re ill in bed, please do take the rest you need to get well, and don’t strain to attend.

*MIU policy allows a maximum of four class sessions missed during any two-credit course, whether these absences are excused or unexcused.* If you exceed this limit, you may be asked to withdraw from the class. Repeated unexcused absences are a violation of the MIU Code of Student Behavior. In addition to academic consequences, students with repeated unexcused absences are subject to disciplinary actions.

***Please be in touch* — If you must miss a class or be late to class for any reason, please let your professor know ahead of time.** Give a call or send an email (see contact information at the end of this syllabus). If you keep us informed, we’ll know how you’re doing and how best to help you stay current with the course.

Whether you’re able to attend class or not, you’re responsible for all readings and all written assignments. If you do miss a class, please check first with your classmates, if possible, about any changes in scheduling or assignments and then with your professor about any remaining questions. Your professor will be happy to share with you any handouts or readings you may have missed while absent.

**Turning in Assignments Late**

**Late homework** (department policy) — Unless illness or family emergency prevents you from turning in work, you need to submit all assignments to Sakai by 9:30 the morning following the assignment. You may turn in homework one day late for a reduced grade, but not after that. Please do not turn in assignments after the end of the course without prior arrangement (see “Incomplete work” below).

**COURSEWORK COMPLETED AFTER THE COURSE ENDS**

At the end of the course, your professor will evaluate your coursework according to the grading or evaluation plan announced at the start of the course.

If you weren’t able to complete assigned work by the end of the course *due to illness, family emergency, or other circumstances beyond your control*, you may petition your professor to make up that work for credit by using a “Late Work Contract” (available at the Enrollment Center or downloadable from the MIU website). For further details, please see the MIU Catalog under “Late Work Policy” in “General Policies.”

**STANDARDS OF APPEARANCE**

The MIU faculty seek to create a coherent, focused, and dignified atmosphere on campus and in the classroom that supports the gaining and applying of knowledge. Please dress in keeping with this purpose. This means:

* Neat and dignified clothing appropriate to the occasion is encouraged at all times.
* Torn, stained, or sloppy clothing is not appropriate.
* Immodest or revealing clothing is not appropriate.  If you’re joining class via Zoom from your home or dorm room, please remember that your video feed will allow everyone to see you. Therefore, please dress appropriately for class.

**LAPTOPS, iPADS, AND OTHER DEVICES**

* 1. **Taking notes –** Research indicates that writing by hand uses more of the brain and allows deeper absorption and integration of the information being discussed. Therefore, we recommend taking class notes by hand rather than electronically for videos, lectures, and discussions — and, of course, to avoid the temptation of using your devices for other purposes.

**Cell phones, pagers, and audio feeds**— For those attending class in person, please turn off all cell phones and pagers at the start of class so that you will not inadvertently interrupt a lecture or class discussion. “Off” means that your phone cannot ring, vibrate, beep, or make any sound at all. This policy is especially important during group meditations. For those attending class online, please turn off your audio feed unless you’re participating directly in class discussions.

**DROPPING OR WITHDRAWING FROM A COURSE**

In the event you need to withdraw from this course, the following policies apply:

* If you drop the course by 4:00 pm on the second day of the course, you will not receive a grade, and the course will not appear on your transcript.
* If you withdraw after 4:00 pm on the second day of the course, you’ll need to pick up a Drop/Withdrawal form from the Enrollment Center, fill it out, collect the appropriate signatures, and submit the completed form to the Enrollment Center. If you live on campus, you’ll also need to meet with the Associate Dean of students to discuss your plans for the block — and with the Financial Aid Office to make sure that withdrawing will not adversely affect your financial aid award.
* If you withdraw before 4:00 pm on Monday of Week 2, *and you turn in the required form with the required signatures*, you will receive a “W” grade on your transcript.
* If you need to withdraw from the course after 4:00 pm on the second Monday of the course, the withdrawal must be due to illness, family emergency, or other circumstances beyond your control, and you must have been otherwise passing the course at the time of the withdrawal. In this case, you will receive a “WH” grade on your transcript.
* If you stop attending the course but do not complete the required form for withdrawing, or if you miss the deadline for withdrawing, you will receive a grade of “NC.”
* NOTE: *You may withdraw from only one course per semester*.

**PROMOTING RESPECTFUL CLASSROOM INTERACTION**

MIU is unique for its harmonious and supportive atmosphere, both on campus and in the classroom. We honor diversity of every kind, including diversity of culture, ethnic, religion, race, gender and sexual orientation, and viewpoint.  *We do not tolerate racism, harassment, or abusive or disrespectful language or behavior.*  In this spirit, we honor cultural diversity as well as the many diverse backgrounds and viewpoints represented on campus. While we welcome dialogue from, and challenges to, all points of view, we ask that you maintain an open and supportive attitude toward your fellow classmates and MIU staff.

**PHYSICAL ACTIVITY**

We offer a Health and Fitness Program to provide you with structure, guidance, and opportunities to engage in dynamic balanced physical activity.

This balanced physical activity should include activities that foster the development of cardiovascular endurance, an appropriate ratio of lean muscle mass to body fat, muscular strength and endurance, and flexibility. All students are highly encouraged to participate in daily physical activity.

**STUDENT SUCCESS CENTER AND PERSONAL SUPPORT SERVICES**

Beyond the normal support you will receive from your professor, your TAs, and your classmates, extensive on-campus support services are available should you need academic or personal support at any time.

To access these services, please stop by the Student Life Department in Room 105 of the Dreier Building between 10 am and 4 pm, Monday through Friday, or call 641-472-1225 for referral to the appropriate person. (See also the contact information on page 22 of this syllabus.)

**WRITING CENTER**

The MIU Writing Center is a free service and resource for all MIU students, offering writing support to students of all backgrounds and disciplines.

* Location — Arts Center, Room 112
* Hours — Monday–Friday, 3:30 – 6:00 pm or by appointment

Schedule an appointment by emailing or just stopping by. For questions, comments, concerns, or more information, please contact Ben McClendon

END-OF-Course FEEDBACK

Please give us your feedback about the course. Near the end of the course, you should receive an email from Dr. Marie Loiselle, Director of Evaluations, that gives you a one-step login link. If you do not receive this email, you can request access by emailing Marie at [evaluations@miu.edu](mailto:evaluations@mum.edu) or go to Smartevals.com/miu and log in there.

* + - Your Username: your student ID in 000-00-0000 format.
    - Your Password: your birth date in MM/DD/YY format.

**How it works**

1. The information that you fill in on the online form is collected and sorted by an outside company, Gap Technologies
2. Gap Technologies prepares a report for each class that averages the numerical scores and lists your text responses anonymously.
3. Your instructor receives the report only after turning in grades.
4. **We’re committed to continuous improvement of the curriculum. We value and need your feedback.**